

# Upski↑↑ and Gain the Edge!

Team Work  
Business Writing  
Essential Skills  
PROBLEM SOLVING

Presentation  
Digital Technology  
Workplace Document Use  
EFFECTIVE COMMUNICATION

## Program Overview

Foundations Workplace Skills Program targets the improvement of the Essential Skills: Oral Communication, Digital Technology, Document Use, Problem Solving, Workplace Writing, and Working with Others. As a part of the national research, this program is designed to measure client success. Research has proven that increasing foundational skills can enhance work performance, motivation, and confidence, which ultimately improves employability.

## Program Benefits

A unique upskill training opportunity built on a flexible schedule (2- 12 weeks), based on individual needs to:

- Assess workplace skills to help understand current skill levels in relation to labour market demands
- Develop a portfolio highlighting marketable skills to employers
- Provide a personalized training plan and coaching to build skills

### Examples of Training Topics:

- ✓ **Effective Communication**
  - Presentation skills
  - Email writing
  - Interpersonal communication
- ✓ **Increase Efficiency**
  - Reading and learning skills
  - Finding information
- ✓ **Digital Technology**

## Program Features

- Skills training in 'real life' and on-the-job tasks
- Workshops and assignments are arranged to accommodate clients' schedules
- Skills coaching can be provided in-person, by phone, and/or online
- Training is offered at **NO** cost to participants as it is part of a national research project\*

### Program Phases:

- Skills Assessment \*
- Workplace Skills Workshop
- Portfolio and Skills Analysis
- Skills Enhancement

Training is coordinated and facilitated by experienced training professionals from Douglas College. Contact us today to discuss your clients' needs and book an information or intake session.

**For more information contact:**

**Douglas College-Burnaby Training Centre**

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## FOUNDATIONS Workplace Skills Program

*\* All applicants must be legally entitled to work in Canada and unemployed/under-employed. As part of a national research project, acceptance to the project is completely randomized.*